

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Pre-Operational Visit**  
**CACFP Site**  
**(Child Care Center)**

1. Site Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

2. Regulatory Information (From Site License or Certification):

<input type="checkbox"/> Child Care Center <b>or</b> <input type="checkbox"/> Outside of School Hours Center <b>or</b> <input type="checkbox"/> "At Risk" After School Hours Care Site	Capacity _____ Ages Served _____ Hours of Operation _____ Months of Operation _____ Expiration Date _____
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3. Meal Services (Check Meal Services requested):

<u>Meal Type</u>	<u>Time of Service</u>	<u>Estimated Average Daily Participation</u>
<input type="checkbox"/> Breakfast	_____	_____
<input type="checkbox"/> AM Snack	_____	_____
<input type="checkbox"/> Lunch	_____	_____
<input type="checkbox"/> PM Snack	_____	_____
<input type="checkbox"/> Supper	_____	_____
<input type="checkbox"/> Evening Snack	_____	_____

4. Site will obtain meals (Check one):

<input type="checkbox"/> Self preparation <input type="checkbox"/> From school <input type="checkbox"/> Other ( <i>specify</i> ) _____	<input type="checkbox"/> From central kitchen <input type="checkbox"/> From Food Service Management Company <input type="checkbox"/> From health care facility
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5. Facilities/Food Handling Procedures Adequate?

	Yes	No	Comments
a. Kitchen storage and counters are clean.			
b. Refrigerator clean and maintained at a temperature of 40°F or below.			
c. Freezer clean, defrosted, and maintained at a temperature of 0°F or below.			
d. Dishwashing and sanitizing procedures followed, as required by licensing.			
e. Foods maintained at proper temps (≤40°F or ≥150°F).			
f. Garbage and waste are covered and removed daily.			
g. Food handling procedures meet all sanitation requirements.			
h. Food is properly stored in the refrigeration/freezer units and in dry areas. All open reusable food is labeled, dated, and properly stored in reusable containers.			
i. Cleaning supplies and other toxic materials are safely stored out of the reach of children and away from food.			
j. Food is stored at least 6" off floor (8" if in basement).			
k. Storage areas are secure from theft.			

6. Staff Records/Policies Adequate?

	Yes	No	Comments
a. Menu – dated and posted in a visible site			
b. Daily Production Records			
c. Daily Participation Records for each meal type			
d. Purchases for food service operation			
e. Vendor will provide daily record of food amounts delivered			
f. DCF enrollment forms on file for each child in attendance			
g. Household Size Income Statements			
h. Daily Attendance Records			
i. Nondiscrimination statement			

7. Have staff with CACFP responsibilities been adequately trained on requirements?

8. List changes or information needed prior to enrolling in CACFP:

**Program materials left on site:**

- ☐ "...And Justice For All" Poster
- ☐ Parental Notification flier ("Building For the Future" flier)
- ☐ State Agency Guidance Memorandum Booklet for CACFP
- ☐ WIC Fact Sheet
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Signature of Sponsoring Organization Representative	Date
Signature of Facility Representative	Date